

THE INDIANA MILKEN EDUCATOR NETWORK

By-Laws

Adopted March 3, 2001

Article I – NAME

The name of this organization shall be the Indiana Milken Educator Network (IMEN).

Article II – MISSION

The mission of the IMEN is to celebrate, support, retain, and advance quality educators and to advocate for the children of Indiana.

Article III – GOALS

The identified goals, grounded in the mission of the Network, are

1. to build and strengthen the Indiana Milken Educator Network;
2. to facilitate the sharing and modeling of best practices for educators; and
3. to create positive two-way communication with policymakers.

Article IV – MEMBERSHIP

Membership shall include all Indiana educators who are the recipients of the Milken National Educator Award. All members shall receive all information, publications, and meeting notices generated by the IMEN, and active participation shall be encouraged.

Article V – ORGANIZATION

1. The IMEN shall act as the official representative of the membership and shall act as a committee of the whole at any regularly called official meeting.
2. As much as possible, the IMEN shall make decisions by consensus; Roberts Rules of Order shall be followed only if requested by a member or invoked by the Chair.

3. The IMEN shall identify a Steering Committee comprised of the five officers, three members at large, and designated representatives of the Indiana Department of Education to act on its behalf between official meetings.

Article VI – OFFICERS

1. The Network shall have a Chair, Chair-elect, Past Chair, and Secretary, duly elected by a majority vote of the membership present at the Spring meeting to serve a one year term.
2. The Steering Committee shall act as the nominating committee and shall present a suggested slate of officers at the Spring meeting.
3. The **Chair** shall act as the representative of the organization and shall act as liaison between IMEN and the Milken Family Foundation, Indiana Department of Education, as well as other professional organizations. The Chair shall conduct meetings, prepare agendas, establish committees, appoint chairpersons, and communicate with all members of IMEN. Through effective leadership practices, the Chair shall be responsible for the continuity and consistency of the organization's mission, goals, and strategies.
4. The **Chair-elect** shall work closely with the Chair. He/She shall assume the duties of Chair upon completion of his/her term as Chair.
5. The **Chair-past** shall work closely with the Chair in all aspects of the organization and serves as an advisor to the Chair. The Chair-past assumes the responsibilities of visual and text historian for IMEN.
6. The **Secretary** shall work closely with the Chair. He/She records and distributes of the minutes of meetings, prepares reports of the Milken Meetings for the Foundation, and distributes the report to the Communication Coordinator, and prepares other correspondence as directed by the Chair.
7. The **Communications Coordinator** shall be appointed by the Chair and shall work closely with the Chair, the Webmaster and the Brochure Editor. He/She distributes the Secretary's minutes to the membership; moderates the Indiana listserve; provides notification of events via the listserve; keeps an updated list of members' email addresses; solicits, synthesizes, and edits input from the membership for the listserve; edits and forwards information for the IMEN website to the Webmaster; communicates monthly with the Milken Family Foundation (including forwarding the Secretary's minutes); and communicates with the Brochure Editor as appropriate.
8. The **Brochure Editor** shall be appointed by the Chair and works closely with the Communication Coordinator and the Department of Indiana Milken Coordinator. He/She prepares, revises and distributes the brochure as requested by the officers, the membership, the Milken Family Foundation or the Indiana Department of Education.

9. The **Webmaster** shall be appointed by the Chair and shall be responsible for the upkeep and maintenance of the IMEN website and for communicating with the membership as directed by the Communications Coordinator.

Article VII. – MEETINGS

1. There shall be at least three meetings of the IMEN each year.
2. The Steering committee shall meet a minimum of two times a year.
3. All members shall be notified following the spring meeting of official scheduled meetings of the IMEN for the following year and shall be considered voting members whenever in attendance.
4. Official meetings may be called and held in a virtual environment.
5. A quorum shall consist of all the members present at an official meeting.

Article VIII. – NETWORK ACTION

1. The IMEN shall adopt a set of action strategies each year to carry out the mission and goals. These shall be recommended by the Steering Committee after seeking input from the membership.
2. The IMEN shall endorse and/or support programs, policies, grants, legislation, and membership initiatives as approved by the IMEN and supported by the Indiana Department of Education and the Milken Family Foundation.

Article VIX. – AMENDMENTS

These by-laws may be amended utilizing the following procedure:

1. A proposed amendment must be submitted in text to the Steering Committee at least one month prior to the official meeting at which the amendment is proposed for adoption.
2. Following review and recommendation of the Steering Committee, the amendment shall be presented to the members at the next official meeting.
3. If approved by the majority of the members present and voting, the amendment shall be adopted.